



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**30**

**2. Council Meeting Date:**

April 26, 2012

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** April 11, 2012

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Fire Department

**5. SUBJECT:** Use of state contract for the purchase of vehicles from Sanderson Ford in an amount of \$118,837.90.

**6. RECOMMENDATION:** Recommend use of state contract for the purchase of vehicles from Sanderson Ford in an amount of \$118,837.90.

**7. HISTORICAL BACKGROUND/DISCUSSION:** The requested vehicles have been recommended for replacement by the Fleet Advisory Committee. The committee reviews mileage, years of service, reliability, repair history and forecasted ability to meet service requirements.

The requested vehicles to be replaced include a ¾ ton service truck for the Municipal Utilities Department, a 2 ton service truck for Transportation and Development, and a full size SUV for the Police Department.

**8. EVALUATION PROCESS:** Historically the City has used the State contract to purchase vehicles. At the direction of City Council, staff has issued bids for recent vehicle purchases and those bids have yielded savings over State contract. Staff recently issued a bid for several vehicles, including the requested vehicles. Several of the vehicles on the City's bid were rejected for reasons such as failure to meet specification and missed order cutoff dates.

Staff is recommending purchase of the vehicles on state contract since pricing was recently updated through a bid on one of the vehicle types.

**9. FINANCIAL IMPLICATIONS:** Funds for the purchase of the requested vehicles are available in the following accounts:

¾ ton service truck: \$29,060.89 in 404.3900.6310.0000 (Vehicle Replacement Fund, Wastewater Collection, Vehicle account)\*;

2 ton service truck: \$57,673.18 in 404.3330.6310.0000 (Vehicle Replacement Fund, Traffic engineering, Vehicle account); and

Full size SUV: \$32,103.83 in 404.2030.6310.0000 (Vehicle Replacement Fund, Field Operations, Vehicle account).

\*requires contingency transfer from 404.1290.5911.0000 Vehicle Replacement Fund, Non Departmental, Contingency.

**10. PROPOSED MOTION:** Move to approve use of state contract for the purchase of vehicles from Sanderson Ford in an amount of \$118,837.90 and authorize contingency transfer of \$29,060.89 from Vehicle Replacement Fund, Non Departmental, Contingency Account to Vehicle Replacement Fund, Wastewater Collection, Vehicle account.

**APPROVALS**

**11. Requesting Department**

James Johnson, Fleet Manager

**12. Department Head**

Jeff Clark, Fire Chief

**13. Procurement Officer**

Mike Mandt

**14. City Manager**

Rich Dlugas